

Executive Rules for Regulations Governing Student Funds at the University



بيت الحكيم

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Issued by the Universities Affairs Council Resolution No. (1/13/1444), which was approved at its Thirteenth Meeting on May 25, 1444 AH.

In accordance with what was mentioned in Article Twenty-Nine, which states that "the Council of The University's executive rules for these regulations,"

Executive Regulations' Documentation

According to paragraph (six) of Article (15) of the Council of Higher Education and Universities system, which is governed by Royal Decree No. (M/8) dated 4/6/1414 AH, one of the Council's duties is to "issue common regulations for universities."

In accordance with the ninth paragraph of Royal Decree No. (M/27) dated 3/2/1441 AH, which founded the university system, one of the council's duties is to "approve the regulations governing student funds in universities."

Chapter One: Definitions

Article one:

The following words and phrases in this rule shall have the meanings specified opposite each of them, unless the context clearly dictates otherwise.

System: The university system is governed by Royal Decree No. (M/27) from February 3, 1441 AH, while the Council of Higher Education and Universities system is governed by Royal Decree No. (M/8) from April 6, 1414 AH.

Fund: University Student Fund.

The Administration Council: The Student Fund's Council of Administration.

Loan: A financial sum given to the student and repaid in line with the terms of these laws.

Subsidy: A financial award made to a student in compliance with these rules that is non-refundable.

Chapter Two: The Foundation Headquarters and Objectives of the Fund

Article Two:

In accordance with the guidelines set forth in these rules, the university may create a fund to assist and support its students, and it shall possess both financial and administrative independence. In the branches of the institution, the fund may create sub-funds. Administratively, the fund reports to the university president, and its headquarters are required to be at the campus' major hub.

Article Three:

The Fund strives to support and assist regular students, especially by:

1. Offering financial aid and loans to students.
2. Creating or taking part in projects that provide students with a return on their investment, such as canteens, printing, copying, and photocopying, acquiring stationery and scientific equipment, and similar initiatives.
3. Providing assistance to student initiatives and awarding prizes to winners.
4. Growing the fund's money and investing its excess in a way that satisfies its objectives and guarantees long-term viability.

Chapter Three: Fund Management

Article Four:

A The University Council made the following decision to create the Administration Council:

1. Dean of Student Affairs - Chairman.
2. The Dean of Student Affairs' Vice President - the Vice Presidents.
3. The Student Fund's executive director – a Secretary and a Member.
4. There are three university faculty members that are interested - Members.
5. Three students who exhibit competence and activity in accordance with the rules established by University Council for the selection of students to serve on councils - Members.
6. An academic expert in financial control or auditing - Member

The university president shall nominate the members in paragraphs (2-4-5-6) for appointment for terms of two years, renewable once. Whenever feasible, the nomination process should take into consideration rotation across colleges.

Article Five:

The Administration Council is responsible for making broad policy recommendations, overseeing the technical, administrative, and financial operations of the Fund, and making the required choices to help it accomplish the goals for which it was created. This is what it has in particular:

1. Discussing any changes to the proposed budget of the discretionary fund in order to have it approved by the university council.
2. Research strategies to boost the fund's internal and external funding, then suggest them to the university council.
3. Putting together the fund's financial, accounting, and investment rules and procedures for approval by the University Council, on the University President's proposal
4. Recommending to the University Council that grants, bequests, gifts, and contributions made to the fund be accepted if they are made in line with the rules and instructions.
5. Urging the university council to select an outside auditor. The fund's finances may be subject to an audit by the university council's external auditor.
6. Discussing the fund's final account after the external auditor has examined it in order to get University Council approval.
7. Discussing the annual report of the fund after it has been examined by the external auditor in order for the University Council to approve it.
8. Confirming the completion of the fund-related projects in compliance with the authorized budget and rules.
9. Recommending the university president approve the contracting with the fund's workers and partners and submitting that for approval.

10. Recommending salaries, allowances, bonuses, and any other benefits for the fund's personnel in line with the operational and financial laws and regulations in effect at the university, and submitting this for approval as required in this respect by the university council.
11. Providing the university president with regular reports that detail the fund's operations, progress, and financial situation. At the conclusion of each fiscal year, it also provides the university council with a thorough report on the work it did throughout the year.
12. Addressing the matters of competence that the university president had submitted to him or that the Administration Council s' chairman or one of its members had proposed.

The Executive Rule of Article Five

- 1-5 The Administration Council gathers many proposals and recommends the most suitable one to the University President for approval.
- 2-5 The financial statements prepared by an auditor are presented in one of the Chairman of the Administration Council s of the Fund's official sessions before being submitted to the University Council for approval. The Chairman of the Administration Council of the Fund communicates with the competent office designated by the University Council to carry out its work with regard to the financial statements and prepare the pertinent memorandum.
- 3-5 The management of the Fund should deliver an annual report to the Administration Council s for review and briefing on the business accomplishments and programs agreed upon at the beginning of the year.
- 4-5 The Fund's Administration Council s is in charge of identifying employment requirements, creating contracts, and reaching agreements with the Fund's staff in

accordance with the yearly contract processes in order to submit them to the University President for approval.

5-5 The Administration Council s decides whether it needs fund collaborators and drafts contracts with them in order to submit them to the university president for approval, provided that their compensation does not go beyond the systems used in the executive regulations for human resources in the civil service, which are as follows:

No more than 3,500 riyals for an assistant with a post-secondary diploma.

1. No more than 4,000 riyals for an assistant with a bachelor's degree.
2. No more than 6,000 riyals for an assistant with a master's degree.
- 3- No more than 7,000 riyals for an assistant who have a PhD.

5-6 Contracts with the Fund's assistants must be proposed, approved, and signed by the Chairman of the Fund's Administration Council.

5-7 Dealing with funds in terms of allowances and rewards (assignments, payment for work completed outside of regular working hours, and commuting orders), as well as any other privileges, is treated as the official employee of the university and is subject to all applicable functional and financial rules and regulations.

5-8 The Fund's workers are only permitted to be assigned for a total of thirty days in a fiscal year, and the amount paid for time spent working outside of regular business hours is limited to three and a half hours each day on only regular days. The national carrier issues counseling orders.

5–9 The chairman of the Administration Council is tasked with presenting the topics to the fund council that the university president perceives.

5–10 A member of the Administration Council may submit matters associated with the duties of the Fund through formal writing to the Council Chairman for presentation to the Council at a later time.

Article Six:

1. The Administration Council convenes at least once every month at the Chairman's invitation or at the request of one-third of its members. The Chairman of the Council or his representative, together with the majority of the members, must be present for the meeting to be considered valid. The side with which the meeting's chairman voted will triumph when there is a tie in the number of votes cast by those in attendance. Decisions are made by a majority of those present. The administration council' minutes are submitted to the university president for review and approval, and the opposing member is required to include his opposition and the reasons behind it in the minutes of the council meeting. The university president must object to the council of directors' decisions within (fifteen) days of their delivery to him in order for them to be ruled invalid.

2. Anyone the Chairman of the Administration Council determines to be in need of help may be invited, without a right to vote, to attend meetings of the Council.

3. The Administration Council must be informed of the Council's efforts and decisions, which must be documented in minutes signed by the Chairman of the Council and the members present. These choices are appropriately communicated to the relevant authorities.

4. A member is not permitted to abstain from voting while present or to choose another member to cast a vote on his or her behalf while the member is away.

5. No member is permitted to reveal any of the Council's trade secrets.

Article Seven:

The Chairman and members of the Administration Council receive an attendance allowance in the amount of (500) five hundred riyals every meeting, provided that their total compensation for the fiscal year does not exceed (10,000) ten thousand riyals.

The Executive Rule of Article Seven

1-7 The authority approves the official minutes of the council's meetings.

2-7 The Council's financial obligations must be paid in full before the fiscal year is over.

Article Eight:

A competent Saudi with prior expertise in financial matters may be nominated by the chairman of the administration and approved by the administration council to serve as the executive manager of the fund.

1. Putting into practice the Administration Council's decisions in light of these rules' stipulations.
2. Managing and supervising the Fund's staff in accordance with the authority granted to it.
3. Overseeing the timely submission of the financial statements and forecasted budget to the Administration Council.

4. Creating draft policies and procedures in the areas of finance and accounting and submitting them to the Administration Council.
5. Preparing economic feasibility analyses for investment projects in order to get the Administration Council to approve them.
6. Continue loan repayment and submit to the Administration Council any repayment delays and suitable collection strategies.
7. Keep all important documents and give them to the expert as needed for the job.
8. Managing the inventorying of the assets, advances, and covenant.
9. Execute the tasks entrusted to him by the Administration Council to the best of his ability.

The Executive Rule of Article Eight

Among the Executive Director's other responsibilities are:

- 8-1 Making executive choices based on the Administration Council's recommendations.
- 8-2 Monitor the performance of the Fund's workers and pay them all of their financial and administrative obligations.
- 8-3 Creating and presenting the projected yearly budget to the council of directors.
- 8-4 Working with the outside accountant to prepare the financial statements and submit them to the Administration Council.
- 8-5 Drafting policies and procedures for finance and accounting and submitting them to the administration council.

- 8-6 Participate in the creation of economic viability studies for investment initiatives, which you then present to the Administration Council.
- 8-7 Setting up loan payment mechanisms and keeping track of them.
- 8-8 Save and archive every transaction the proper way.
- 8-9 Keeping a yearly inventory of the pledge, assets, and advances.
- 8-10 Preparing the schedule for the meetings of the fund council.
- 8-11 Preparing the relevant letters for individuals who agree to offer the fund investment services either inside or outside the institution.

Chapter Four: Fund Budget

Article Nine:

The fund must have a separate budget that details its income and outlays, and its fiscal year must coincide with the academic year.

Article Ten:

1. The Executive Director prepares the fund's estimated budget, which includes expected revenues based on resources and expenses based on terms, and presents it to the Administration Council at least three months prior to the start of the fiscal year for discussion in preparation for University Council approval.
2. If the expected budget is not authorized before the start of the current fiscal year, the budget from the previous year will be used, provided that it is approved within three months of the year's start. If this time ends before it is authorized, only the portion of the budget for the prior fiscal year that is linked to third-party rights will be continued.

The Executive Rule of Article Eight

1-10 The Administration Council chooses the broad and relevant features of an expenditure before deciding on the total cost of each line item for University Council approval.

Article Eleven:

Transfers between expenditure categories are permitted throughout the fiscal year, and the total expenditure estimate is subject to change based on the Executive Director's proposal, the Administration Council's recommendation, and the University Council's approval, either by adding new expenses that weren't anticipated in the budget estimate or by increasing existing appropriations.

The Executive Rule of Article Eleven

11-1 The Administration Council may increase allocations, add new items to the budget, or shift funds between existing items of expenditure.

The fund's executive director requested the financial statements in order to prepare them for presentation to the university council for approval.

Article Twelve:

The following are the funding resources available to the Fund:

1. How much is subtracted from university students' monthly rewards? It is ten riyals from each student whose award is at least 850 riyals, and five riyals from each student whose reward is less.
2. The revenue generated by the investment initiatives that the fund creates or takes part in.
3. Assistance the university has given the fund.
4. Grants, contributions, bequests, and more donations.
5. Assistance from institutions and government organizations.
6. Financial assistance provided by the University Higher Education Fund for the budget of the fund.

Article Thirteen:

1. The following are some examples of payments made from the fund:

a. Loans and subsidies given to students.

B. Funds allotted to fund student programs and activities, as well as the committees that oversee them and provide rewards to those who succeed in these endeavors.

c. The operating and administrative costs required to manage the fund's operations.

d. Starting or taking part in investment initiatives.

2. The aforementioned takes into consideration collaboration between the appropriate agencies and university departments to prevent spending money twice on the same assignment.

The Executive Rule of Article Thirteen

13-1 The statutory processes and forms chosen for this purpose by the Administration Council, which do not conflict with Article 18,

13-2 In accordance with Article Nineteen, the Administration Council authorizes the yearly anticipated budget for the schedule of activities and events that was previously authorized by the University Council.

13-3 The fund administration is responsible for overseeing the flow of funds exclusively for authorized activities and events that stay within the approved anticipated budget.

in accordance with the legal guidelines and standards. As stated in article 19, unapproved activities and events must be presented to the Council of Directors for approval of their anticipated budget before receiving university president accreditation.

13-4 As stated in Articles Fifteen and Nineteen, spending on programs and events is done in accordance with the authorized expenditure list.

13-5 With the Administration Council' approval, the Executive Director must decide on the operational issues required for the fund management business to be conducted in accordance with Article Seventeen.

13-6 The Administration Council decides the legal guidelines and processes for initiating or taking part in investment initiatives.

13-7 Working committees, arbitrators, presenters, trainers, from inside and outside the institution, and collaborating students are only a few examples of the student honors and incentives for events and activities.

13-8: Student Awards: Awards for students are given out as follows:

a. The centers and prizes won by the students (individually or collectively) during participation will be paid to them as rewards. However, the prizes and rewards for students must be in accordance with the nature of the event or activity and may not exceed (2,000) two thousand riyals only for the first-place finisher as follows:

- (2000) Riyals first-place winner.

- (1500) Riyals second-place winner.

- (1000) Riyals third-place winner.

b. For each victory obtained for the institution or individual participation, male and female students will get a prize worth (300) riyals.

c. Within fifteen (15) days as a maximum from the day the student received the award, the program's managing organization makes a request to Chairman of Administration Council for payment of rewards for winning prizes.

9-13: The following student expenditures are allotted for participation in recognized activities and events, including allowances for students representing the institution at internal or external events:

A- The Student Fund provides housing for students who represent the university in

internal or external events where housing is not provided by the organizing organization or the university, up to a maximum of one serviced apartment or hotel for events held inside the Kingdom or one 3- or 4-star hotel for events held outside the Kingdom.

Throughout the Kingdom:

Only 100 riyals for pocket money.

200 riyals in pocket money for daily transportation and sustenance.

Outside the kingdom:

(300) Real America, Europe, and Australia; pocket money only.

(250) riyals for both the African and Asian continents.

(200) riyals for the remaining nations.

Pocket money with daily transit, sustenance:

(700) for Real America, Europe, and Australia

(550) riyals for the continents of Asia and Africa.

(400) riyals for the remaining nations.

The money is given to the program supervisor, who then manages the distribution issues in accordance with the specifics of each program, as long as a statement attesting to the receipt of the money by the students is included after completion.

10–13: Student financial aid for airfare, taxes, and visas.

a. If there is an airline, the student participating in an activity inside or beyond the Kingdom will be given a ticket in economy class on the national carrier (without payment). Only economy class tickets, whether domestically or internationally, shall be provided to the companion (one person) for female students.

b. The Student Fund will cover the registration costs as well as the visa expenses when the visa is attached. Once the participation is complete, the Student Fund will also attach documentation of the student's presence and participation.

11-13 Rewarding students who join groups and teams at school:

a. After all work has been completed and the advance for the activity, event, or program has been closed, rewards are given to participants, supervisors, and committees created for them in accordance with the established procedure for payment of advances.

b. Rewards for supervisors and working committees (event officials, committees working on the event, arbitrators, presenters, trainers, and collaborating students) are included in Tables 12 and 13.

1. Offering a daily bonus of 200 riyals per person for a maximum of four days to supervisors and committee members involved in internal events, provided that the days permitted for this are the days the event is formally announced.

2. Offering daily bonuses of 350 riyals per person for a maximum of four days to supervisors and committees involved in external events, provided that the days chosen for this are those when the event is officially announced.

13-13: The executive director of the fund must receive the statement of compensation from the organizing agency official (the dean, agent, or supervisor) before sending it to the chairman of the Administration Council for approval. Upon adherence to the following:

- a: Include a thorough report on the activities.
- b. Provide the participants with a completion certificate.
- c- Submitting a request for payment within (five) days after the event's conclusion.

13–14: The number of working committees and supervisors corresponds to the nature of the occasion. As long as the Chairman of Council approves the total number of participants (supervisors and working committees) prior to the event's execution and they do not exceed the aforementioned limits.

13–15: To prevent duplication in spending prizes for activities and events, coordination between the relevant authorities and university departments is taken into consideration.

Chapter Five: Collection and Expense

Article Fourteen:

The executive director oversees the fund's bank accounts. With the university president's approval, an independent account is opened for the fund in banks and financial institutions that are authorized to do business in the Kingdom. Funds are deposited in the account and distributed by bank transfer or checks signed by two approved by the university president.

The Executive Rule of Article Fourteen

14-1 The University President has the authority to approve the creation of separate accounts for the Fund.

14-2 The Executive Director and the Chairman of the Administration Council are the only two individuals with the authority to sign checks for disbursements and conduct bank transfers.

14-3 In accordance with the University President's instructions, the Executive Director is responsible for overseeing financial accounts.

Article Fifteen:

The payout must be made within the parameters of the expected budget established for the Fund, with the consent of the Executive Director and the Fund's Financial Controller.

Article Sixteen:

Any money from the fund may not be distributed unless it is in accordance with original documents, including electronic documents. If a copy of a document must be used to replace an original that has been lost, this must be done in accordance with the decisions and guidelines in effect in the Kingdom.

Article Seventeen:

The following rules must be followed in order to allocate a permanent advance, the amount of which is decided by the Administration Council, to be used for urgent operational costs essential for the operation of the fund's business:

1. The Executive Director or his representative must approve any disbursement.
2. It is unlawful to split the expense into a separate loan with the goal of paying it back from the advance.
3. The Administration Council evaluates the advance's disbursement every six months and modifies it as necessary to keep it within the range of the average disbursement for that time.
4. Whenever an expenditure is about to run out, it must be replaced with the Chairman of the Administration Council or his representative's consent. The remaining balance must be transferred to the Fund's account before it is closed at the end of the fiscal year.
5. The Executive Director must inventory the loan at least every three months and compare it to what is noted in the records.

Article Eighteen:

Loans and subsidies must be disbursed from the fund in compliance with the following regulations:

1. To submit the loan and subsidy application on the form created for that purpose.
2. Researching the student's situation and consulting with the appropriate university officials.

3. The requests must be presented to the Administration Council for approval and determination of the amount of the loan or subsidy as well as the time frame for repayment.
4. The Chairman of the Administration Council may, in urgent situations, disburse an amount not to exceed (1000) thousand riyals for a subsidy and (2000) two thousand riyals for a loan, provided that the Administration Council is informed and briefed on the situation during the first session.
5. Unless the Administration Council determines otherwise, the loan must be returned on time by being deducted from the student's monthly stipend, provided that the monthly withdrawal does not exceed (25%) of the monthly stipend.
6. Delaying eviction of a university borrower until it is certain that the debt has been repaid in full.
7. In required circumstances that the Administration Council deems to be essential, the student may be excluded from paying the remaining loan balance with the permission of Administration council and upon the advice of the Chairman of Administration council.
8. In the case of the student's passing, the loan—or whatever remains of it—shall be forfeited.

Article Nineteen:

In accordance with the following restrictions, the distribution shall be made into the fund to support student activities and to provide prizes to those who participate and succeed in them.

1. The person in charge of the activity must submit an application to the Council chairman together with the necessary materials:
 - a. Exact actions and the duration of their execution.

- b. The expected cost of implementation, including the needed support from the fund and the amount of financing that will come from the university budget, if any.
2. Before presenting the money to the Administration Council for approval, make sure it is included in the fund's budget.
3. Following approval by the Administration Council, the sum is paid to the person in charge of the activity as a temporary advance, along with the required guarantees to pay it, or it is deducted from his salary and benefits following approval by the University President based on the Council of Directors' recommendation.
4. The activity must be closed within fifteen days of the date the purpose for which it was used, and the person in charge of it must present the Executive Director with the documentation supporting the disbursement and what supports the supply of any funds that may remain from the advance to the Fund account.
5. Hold off on expelling the offender from the university until it is proven that the full advance has been paid.
6. The Fund's Chairman of the Administration Council may, in cases of urgency and based on his assessment of the situation, disburse a portion of the required support prior to presenting it to the Administration Council, provided that it is presented to the Council at its subsequent meeting to obtain its approval, provided that the amount does not exceed (20%) of the value of the required support, and provided that the executive rules specify the controls and procedures for that.

The Executive Rule of Article Nineteen

19-1: The Chairman of the Administration Council shall evaluate the status of the disbursement of the required activity when it is crucial to implement it at a specific time and it cannot be delayed until the conclusion of the disbursement procedures, with a focus on making sure that Paragraphs 1 and 2 are satisfied.

19-2: According to the form created for that, 20% of the total projected expenditure needed for the event has already been spent.

Article Twenty:

The following restrictions must be followed when using money from the Fund to start investment projects:

1. The other characteristics of the fund indicated in Article (Thirteen) of these bylaws shall not be impacted.
2. The presence of a Council of Directors-approved and university president-approved economic feasibility assessment for the project.
3. That money from the fund's accrued surplus account be used to pay for the investment.
4. In the case of the student's passing, the loan—or whatever remains of it—shall be forfeited.

Chapter Six: Insurance for Purchasing and Business Execution

Article Twenty-One:

According to the authority outlined in the regulations regulating university activities, the operations of securing purchases and completing works for the fund and its projects are conducted in accordance with the rules and processes that apply in the university.

The Executive Rule of Article Twenty-One

To arrange acquisitions and commission work for the Fund and its initiatives in line with Article Eleven of the Regulations Regulating Financial Affairs in Universities, the Chairman of the Council of Directors approaches the appropriate authorities.

Chapter Seven: Accounts

Article Twenty-Two:

The fund must have a suitable accounting system that complies with all applicable university standards, as well as the financial and accounting policies and procedures that have been authorized for the fund.

The Executive Rule of Article Twenty-Two

22-1 During one of its formal sessions, the Administration Council must adopt the proper accounting system.

Article Twenty-Three:

The warehouses of the Fund are subject to the same statutes, regulations, and practices as universities.

The Executive Rule of Article Twenty-Three

23-1 The Executive Director is in charge of putting the fund's warehousing system into effect in line with the regulations, policies, and practices that apply to the institution.

Article Twenty-Four:

The university's safeguarding regulations will apply to the documents, books, and records of the fund.

The Executive Rule of Article Twenty-Four

24-1 The Executive Director is responsible for implementing the system of books, records, and papers in accordance with the university's standard practices.

Article Twenty-Five:

The Fund's accounts and financial statements are examined by the external auditor, who then provides a professional opinion on them and presents them to the Administration Council for discussion before presenting them to the University Council.

The Executive Rule of Article Twenty-Five

25-1 In order to present the financial accounts to the Administration Council for debate and eventual submission to the University Council, the Executive Director follows up with the external auditor and obtains the financial statements together with the report.

Article Twenty-Six:

The Fund's Accumulated Surplus Account is where the Fund's revenue surplus over expenditures at the end of the fiscal year is transferred, and it is from this account that the University Council makes disbursement decisions in accordance with the guidelines laid out in these regulations.

The Executive Rule of Article Twenty-Six

26-1 The Executive Director shall transfer to the Fund's accumulated surplus account at the conclusion of the fiscal year the excess of revenues over expenditures.

Chapter Eight: General Provisions

Article Twenty-Seven:

Within three months following the end of the fiscal year, the Fund completes its final accounts and financial statements and sends them to Administration Council for approval by University Council, along with a report from the external auditor.

Article Twenty-Eight:

The rules and regulations that are in effect at university are subject to everything that is not specifically stated in a special provision in this bylaw.

Article Twenty-Nine:

The implementing regulations for these bylaws are made by the University Council.

Article Thirty:

According to the system in use at the university, the provisions of this regulation apply to universities that implement the Council of Higher Education system, universities issued by Royal Decree No. (M/8) dated 4/6/1413 AH, and universities that implement the university system issued by Royal Decree No. (M/7) dated 2/3/1441 AH.

Article Thirty- One

The Universities Affairs Council is authorized to give these rules an interpretation.

Article Thirty-Two:

These rules, which apply to universities, take the place of the rules governing student funds in educational institutions issued by Higher Education Council Resolution No. 12/27/1423 AH dated 11/2/1423 AH. They will come into effect at the start of the fiscal year that begins after the date of their approval by the Universities Affairs Council, and any provisions that conflict with them will be repealed.

University of Hafer Al-Batin

An attractive beacon for the sustainability of environmental and community resources